



BOARD MEETING MINUTES

WEDNESDAY OCTOBER 17, 2012 4:00 P.M.

COEUR D'ALENE PUBLIC LIBRARY COMMUNITY ROOM

1. CALL TO ORDER

Chairman Denny Davis called the LCDC Board meeting to order at 4:00 p.m.

LCDC Board members present: Davis, Elder, Patzer, Hoskins, Goodlander, Hassel, Druffel. LCDC staff present: Berns. LCDC legal counsel present: Quade (Hawley-Troxell).

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Guests Present: Keith Erickson, Troy Tymesen, Wendy Gabriel

No public comment provided.

4. APPROVAL OF MINUTES

- September 19, 2012 Board Meeting Minutes

Motion by Commissioner Elder, seconded by Commissioner Goodlander, to approve the September 19, 2012 Board meeting minutes. Motion carried.

5. COMMITTEE REPORTS

❖ **Education Corridor ad hoc Committee: Commissioner Scott Hoskins**

Education Corridor adhoc Committee Chair Scott Hoskins shared that Phase 1A of the Education Corridor project is very near completion with just a few minor punch list items remaining; expectation is that the final MDM Phase 1A invoice will be in front of the Board by the end of this calendar year.

Commissioner Goodlander shared that public art pieces (with accompanying up-lighting) are currently being installed in the three roundabouts, and that a public dedication of the art is scheduled for October 24th.

❖ **Finance Committee – Commissioner Rod Colwell**

Lake & River District Monthly Financials

Lake & River District Payables

Ex. Director Berns, in Finance Committee Chair Rod Colwell's stead, reviewed and discussed the September Lake and River District financial statements, and the September / October account payables sheet, with the Board.

Motion by Commissioner Patzer, seconded by Commissioner Hoskins, to approve the additional funds totaling \$4,082.18 for the JUB Phase 1B payable that exceed the original Phase 1B JUB project management cost cap. Motion carried.

Motion by Commissioner Goodlander, seconded by Commissioner Elder, to approve the September financial statements and the September / October accounts payables for the Lake & River Districts as presented. Motion carried.

Recusal: Commissioner Davis recused himself from approving the ACI contractor payable because his law firm has provided client services to ACI on matters unrelated to the McEuen Park project.

FY12 Q4 Quarterly Report

Executive Director Berns shared the Fiscal Year 2012 fourth quarter (FY12 Q4) report with the Board, asking Board members to review the package at their convenience, and to contact him with any questions.

Riverstone West Phase 2 (RWP2) Project: Cost Validation Effort

Background: The LCDC Board approved \$898,917 in partnership funding, via a yet to be completed Improvement Reimbursement Agreement (IRA), for the RWP2 project based on the submitted developer application in March, 2011, contingent upon a successful cost validation effort. The RWP2 project involves the construction of the remaining portion of the John Loop Road, the construction of the Suzanne Road spur, and installation of the following public improvements within the public right of way:

- *sewer and water line infrastructure,*
- *dry utility infrastructure (e.g. electric, gas, fiber),*
- *sidewalks, lighting, landscaping, and irrigation.*

Larry Comer, of Welch-Comer Engineers, was engaged to conduct the cost validation effort regarding the \$898,917 request.

Ex. Director Berns shared that Mr. Comer has completed his cost validation analysis and shared his findings with the Finance Committee on October 10th. Mr. Comer shared that the final reimbursement value submitted by the Riverstone West development team for the RWP2 project totaled \$823,058, a decrease from the original application request of \$75,859.

The Finance Committee recommended to the full Board that the LCDC enter into an IRA with the Riverstone West development team for the RWP2 project in the amount of \$823,058. The Committee also recommended to the Board that the interest rate associated with the RWP2 IRA promissory note be 4.25%, and that a 30% interest payment cap be placed on the IRA note's principal amount (i.e. interest paid in total on the note will not exceed \$246,917 [\$823,058*.3]). Accrual of interest on the principal amount was recommended to start on October 10, 2012.

- Commissioner Elder shared that the Finance Committee thoroughly reviewed the RWP2 cost validation findings with Mr. Comer, and that the Finance Committee (following the recusals of Finance Committee members Davis and Colwell) unanimously supported the committee's recommendation to the full Board.
- Commissioner Patzer shared that the interest payment cap variable of 30% is critical to ensure that this debt obligation is retired in a timely fashion. Several of the parcels in the RWP2 area are excluded from servicing the RWP2 IRA as those parcels are aligned with other existing debt service obligations, or they may become tax exempt in nature (e.g. the parcel proposed for the CityLink transfer station).

Motion by Commissioner Hoskins, seconded by Commissioner Hassell, directing the LCDC Ex. Director to create the documentation for a Riverstone West Phase 2 Improvement Reimbursement Agreement with a total principal reimbursement amount of \$823,058, with a promissory note interest rate of 4.25%, including a not to exceed total interest payment condition of 30% of the approved principal amount (i.e. 30% of \$823,058 = \$246,917), with accrual of interest on the principal amount beginning on October 10, 2012. Motion carried.

Recusal: Commissioner Davis recused himself from participating in the Riverstone West Phase 2 agenda item, and thus did not participate as chair for this Board agenda item, because principles of the Riverstone organization are clients of his law firm on matters unrelated to this project.

❖ **Housing Committee – Commissioner Jim Elder**

Housing Committee Chair Jim Elder had no report to share.

❖ **Parking Committee – Commissioner Jim Elder**

Parking Committee Chair Jim Elder, who also serves as a member (and LCDC liaison) on the City's Parking Commission, had no report to share.

Communication Committee – Commissioner Dave Patzer

Communication Committee Chair Dave Patzer, and LCDC communication consultant Keith Erickson, shared the following committee initiative updates:

LCDC Video

Commissioner Patzer shared that the LCDC video initiative is moving along well. The Range video team has hired Josh Burns, a writer out of Seattle, to write the video script. In order to gain an understanding of urban renewal, Mr. Burns has talked in depth with Ryan Armbruster (LCDC special legal counsel and urban renewal expert based in Boise), John Austin (former treasurer of the City of CDA and Kootenai County, and urban renewal expert for the Panhandle Area Council), LCDC Executive Director Berns, and LCDC communications consultant Keith Erickson.

The Range video team proposes to interview several individuals for the video, including LCDC Board Chair Denny Davis and Mr. Jeff Sayer, Director of the Idaho Department of Commerce. Commissioner Patzer will share further updates on the video initiative at the November board meeting.

LCDC newsletter: Mr. Erickson shared that readership of the newsletter is increasing, and that the 7th LCDC newsletter will be distributed by the end of the week addressing the following topics:

- McEuen Park update: latest construction updates, progress report, link to webcam, project overview, and timelines.
 - People on the street. Local stakeholders excited about the project offering positive insights.
- Urban Land Institute (ULI) meeting: column by Commissioner Druffel about the upcoming CDA ULI forum “Emerging Trends in Real Estate” focusing on the housing market, and the how the LCDC can learn more about the region’s housing needs. ULI meeting logistics:

Tuesday, November 6th ; 8-11 a.m.
Parkside Center, 610 E. Front Avenue, Suite 304
Visit Idaho@uli.org for more information

Current and past newsletters are available for viewing on the LCDC’s website (www.lcdc.org).

Huckleberries blog “tile” button: Mr. Erickson shared that the LCDC tile button on the Huckleberries blog, designed to encourage community members who visit this blog site to visit the LCDC’s website to learn more about LCDC, is working well. New performance figures associated with minor modifications to tile button (e.g. link to McEuen Park web cam, tile button color changes):

- More blog visitors have clicked on the LCDC tile ad, representing a 0.16 click rate. This compares with previous months click rates of 0.02 and 0.04.

- A Spokesman Review ad executive shares that LCDC's tile ad is performing exceptionally well.
- LCDC commitment of \$300/month for three months ends this month, with an option to renew.

Commissioner Patzer asked the Board that since the tile ad is working well, and that the McEuen 2012 project will end in November, should the LCDC continue the blog tile ad for one additional month (i.e. November) at a cost of \$300? Mr. Erickson shared that he felt extending the tile ad one month was a good idea. The Board concurred with Commissioner Patzer's suggestion/recommendation for extending the tile ad for an additional month.

McEuen Park Communication Efforts:

- Signage: Mr. Erickson shared that two 1 foot tall by 8 foot long LCDC signs were installed last month on each existing McEuen Park conceptual sign. Each sign possesses the LCDC logo, a brief message, and the LCDC website address. This messaging fits nicely with the City's existing signage, and will raise awareness about LCDC's involvement in the project and hopefully attract people to the LCDC website. Mr. Erickson shared that visits to the LCDC website have increased recently, possibly as a result of the McEuen signage, as well as the blog tile ad.
 - Commissioner Davis suggested placing a "QR" smart phone code on the McEuen signs that would enable smart phone users to quickly access the LCDC's website. Mr. Erickson thanked Commissioner Davis for an excellent suggestion, and will pursue that possibility.
- McEuen 2012 Project Updates: Mr. Erickson has initiated weekly efforts to distribute timely communications with community stakeholders re. the ongoing progress associated with the McEuen 2012 project. Mr. Erickson's communication efforts have been well received.

6. EXECUTIVE DIRECTOR'S REPORT

Ex. Director Berns reviewed the 4th quarter status of the LCDC Board's fiscal year 2012 tactical goals.

Midtown Sidewalks Pilot Project: Color Restoration

Ex. Director Berns shared that he has been working with members of the City of CDA leadership team (Doug Eastwood and Jon Ingalls) on a possible solution to the color fading issue involving portions of the Midtown sidewalks along the "placemaking" section of 4th street. Meetings have been held recently with Mike Achenbach, principal of MPA Enterprises LLC, re. a potential product (referred to as Boldstone) that may address the color fading issues of the Midtown sidewalks. MPA Enterprises was featured in a recent CDA Press article wherein MPA was restoring a cemetery statue for the City of CDA.

MPA proposed a pilot project in Midtown to test the efficacy of the MPA Boldstone product. The product is marketed as a long term treatment (lasting up to 40 years), that is resistant to wear and tear, is chemical resistant (ice melt will be an issue in the Midtown area), and maintenance free for up to 10 years (a reapplied non-slip sealer treatment may be needed after 10 years).

LCDC supports the pilot project and plans to have MPA test the Boldstone product this fall (weather permitting) in Midtown on the colored portion of the sidewalk in front of the Paris Flea market building. The pilot project will include the treatment of approximately 120 sq. ft. of colored sidewalk at a total cost of \$858.50. This price includes sidewalk site prep (i.e. removal of existing color treatment), product cost and application (labor) cost. The color chosen is the closest match MPA has available to the existing color treatment on the Midtown sidewalks. The actual application of the product from start to finish will take one day. Site prep of the sidewalk will take a few hours prior to product application.

MPA plans to complete the pilot project this fall, weather conditions permitting (sidewalk concrete must be 40 degrees or warmer). MPA has been instructed not to push the weather application conditions this fall; if the weather conditions this fall do not materialize for proper application, then MPA will target a spring application.

If the pilot project is deemed a success, further cost analyses will need to be completed to determine if the Boldstone product can be economically applied on a broad scale, operational basis in the Midtown area.

7. BOARD COMMISSIONER COMMENTS

No comments provided.

8. PUBLIC COMMENT:

No public comment provided.

9. EXECUTIVE SESSION – Idaho Code Section 67-2345(1)

Subsection B: to consider the evaluation of the LCDC executive director.

Motion by Commissioner Patzer, seconded by Commissioner Hassell to convene an Executive Session, as provided by Idaho Code Section 67-2345(1) Subsection B: to consider the evaluation of the LCDC executive director.

Roll Call:

Goodlander	Yes	Hassell	Yes	Druffel	Yes
Colwell	Absent	Patzer	Yes	Jordan	Absent
Elder	Yes	Davis	Yes	Hoskins	Yes

Motion carried.

The LCDC Board entered into Executive Session at 4:51 p.m. Those present were the LCDC Board of Commissioners, LCDC Ex. Director Berns, and LCDC legal counsel Danielle Quade. Ex. Director Berns was excused from the Executive Session at 5:25 pm.

Deliberations were conducted regarding the performance review of the executive director. No action was taken in Executive Session and the LCDC Board returned to regular session at 5:29 p.m.

10. ADJOURN:

Motion by Commissioner Elder, seconded by Commissioner Patzer, to adjourn. Motion carried.

The LCDC Board meeting adjourned at 5:30 p.m. Minutes prepared and submitted by Executive Director Berns.